

**Department of Revenue Services  
Accounting Careers Trainee / Revenue Examiner 1**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Audit Division, 25 Sigourney Street, Hartford, CT 06106

**Hours:** 40 Hour Work Week

**Salary:** \$45,126\*annually (\*First year of training with a Bachelor's Degree and 15 accounting credits - higher starting salary available with Master's Degree)

**Posting Number:** 1603 (Please include this number on your application)

**Closing Date:** Tuesday, December 13, 2011

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The **Department of Revenue Services** is recruiting to fill an **Accounting Careers Trainee** position in the Corporation Tax Unit of the Audit Division at 25 Sigourney Street, Hartford, Conn. The target class is **Revenue Examiner 1**.

**Examples of Duties:** As an **Accounting Careers Trainee**, you will receive training for advancement into a professional level position after a two-year training program. You will acquire the skills to independently examine the books and records of large multi-state Corporations and pass through entities, such as partnerships, S-Corporations and limited liability companies. This is a field position requiring candidates to travel both within Connecticut and out of state.

**Minimum Qualifications For Accounting Careers Trainee:** Four (4) year Bachelor's Degree in accounting or in a closely related business field from an accredited college or university with at least 15 semester hours in accounting.

**Desirable Skills And/Or Experience:** Accounting, taxes, strong computer and strong customer service. Excellent oral and interpersonal skills are essential. Candidates for positions must be able to meet established performance standards and conform to the employer's work rules and policies. They must be able to maintain regular attendance and report to work as scheduled. Background checks and tax compliance checks will be conducted.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, college transcripts, proof of degree, and a completed state **Application for Employment** (CT-HR-12) to the address listed below. The (CT-HR-12) can be located at: **[http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)**. Applications may be submitted either in hard copy or by email.

**Department of Revenue Services  
Human Resources, 19<sup>th</sup> Floor  
25 Sigourney St.  
Hartford, CT 06106  
Attention: Kim Zordan  
([Kimberly.Zordan@po.state.ct.us](mailto:Kimberly.Zordan@po.state.ct.us))**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.